Amendments and Revisions Change Request User Guide

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1.0 Overview

1.1. Introduction

The Land Office has developed a new electronic Contract Amendments and Revisions Change Request tool to allow communities to submit Change Requests in a more efficient, environmentally friendly manner. This new request process is an online tool that should improve the overall contract process for our many communities.

1.2. Purpose

The Contract Amendments and Revisions Change Requests (ARCR) Tool is designed specifically to support Texas's largest public works program in the State's history, the Texas Disaster Recovery Program. The purpose of this tool is to increase the transparency of the Amendments and Revisions process to communities and to more efficiently, accurately, and collaboratively track Contract Amendments and Revisions Change Requests that are submitted for review and approval by the Land Office.

1.3. Best Practices

Here are a few tips you should follow to improve your experience using the Contract Amendments and Revisions Change Requests Tool.

1. When navigating on the ARCR tool make frequent use of the "Home" and "Back" buttons.

2. Use the "Filter" feature to help find information and Amendments and Revisions of interest.

3. Carefully review all information entered in the fields provided for accuracy and formatting as if it was an official city, county, or state document.

4.   Save a shortcut to the Contract ARCR Tool on your desktop for quick access to the site (File>Send>Shortcut to Desktop) or add the URL to one of your browser's favorites (once on the site, via Internet Explorer (IE), click on Favorites, then Add to Favorites).

1.4. Site Permissions / Requests for Access

Each user of the site, based on their project role, is assigned into one ARCR Permission group which then dictates what rights they have to view Amendments and Revisions associated with your Permission Group. The Dashport® Administrator has full administrative rights over the entire Dashport® site. If you have questions about access or other functions on the site please contact TX DR Tech Support (txdrtechsupport@hntb.com).

On most Dashport® sites nothing can be deleted except by the Site Manager, Document Control, or the Dashport® Administrator. However, with the Contract ARCR Tool certain attachments and information can be edited that are associated with your Permission Group.

2.0 Contract ARCR Tool Basics

2.1. Accessing the Contract ARCR Tool

2.1.1. Account Creation

All guests must complete and sign the Guest Access Form and submit that to the Site Manager. The Site Administrator will process the Guest Access Form so that credentials (user name and password) can be created for the guest. This process can be completed the same day the site user applies for access.

2.1.2. Logging into the Contract ARCR Tool

Site URL: The main Program URL for the Contract ARCR Tool is below:

https://dashport.txdrec.org/clients/tdra/pmc/ARCR/default.aspx

A link to the actual site is sent to each Contract ARCR Tool user when permissions are created for them on the site.

All users must log onto Dashport® using the credentials provided by the Dashport® Administrator when an account was created for them.

1. Using your Internet Explorer, navigate to the site's URL.

2. Fill out your Dashport® Administrator provided **Username** and **Password**. Enter your username in the form of **txdrec\Username**

   example: txdrec\jdoe

4.   Click on **OK**.

5.   You will then be brought to the Contract ARCR Tool Homepage.

*Note: **An email notification will be automatically sent 10 days prior to the expiration of passwords. The email will include a link to the user self-service portal that enables users to change their password.**

2.2.   Navigation

2.2.1. Contract ARCR Tool Homepage Interface

Site navigation provides the primary interface for site users to move about the Contract ARCR Tool. They help orient users of the site and enable them to easily navigate among its pages and features. Navigation links in the Contract ARCR Tool are security-trimmed. If a site user does not have permissions to the Homepage that is linked from the site navigation, the user will not see the link. The Contract ARCR Homepage and navigation features are shown below.

Contract Amendments and Revisions Change Request Homepage

As noted in the graphic above, there are a number of navigation features on the Contract ARCR Homepage as further described below. Additional navigation information can be accessed using the Dashport® Service Center Tools drop down guide.
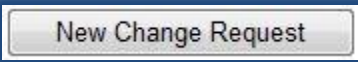
2.2.2. Homepage Navigation Interface Features

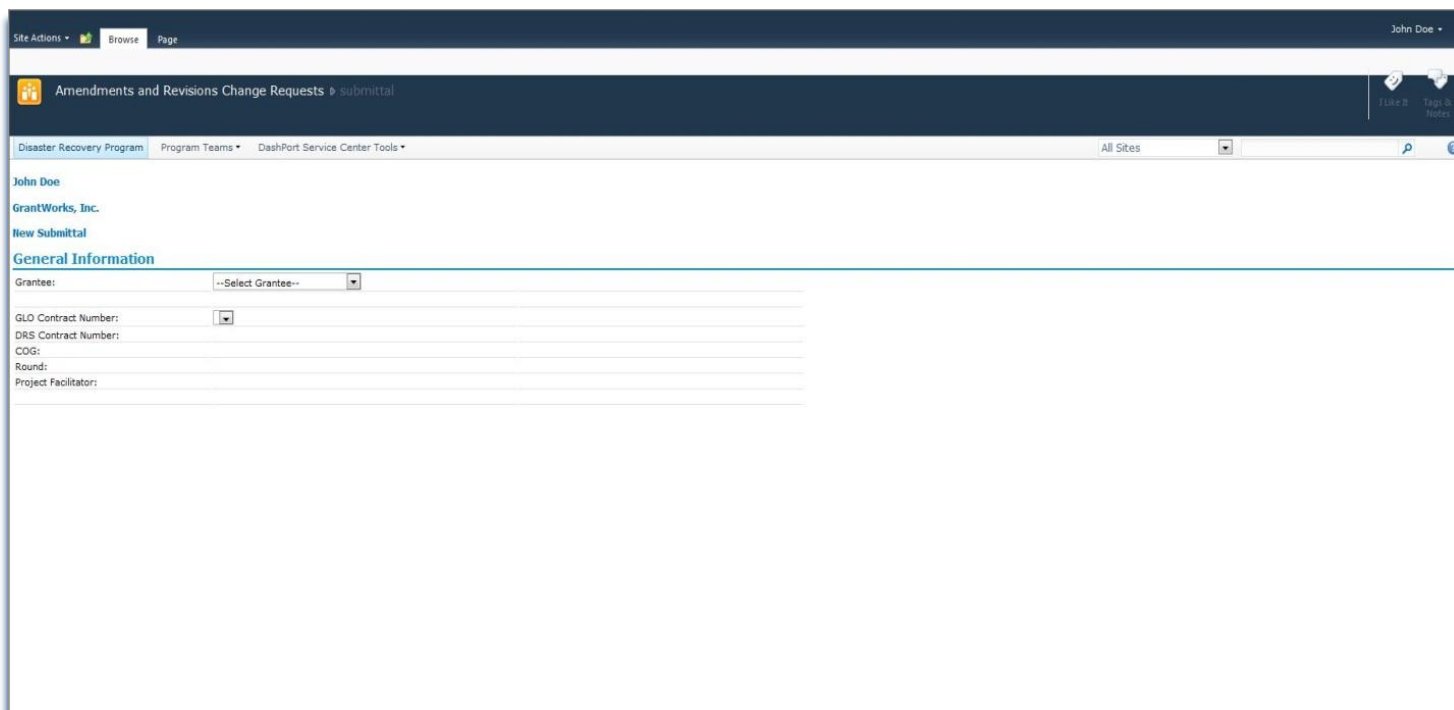| Element	Description
New Change Request	This Button will take the user to the Change Request form to begin the process of submitting a change request for Land Office review.
Change Request Tracker	This tracking list will provide the user with a view of the current Change Requests as related to the site users Permission Group. Once a change request has been reviewed the name and type of change request will be determined and be visible within this Request Tracker.
Change Request Filter	The Change Request Tracker can be filtered for a specific Change Request, Amendment, or Revision.
Dashport Help	The Dashport® Service Center Tools drop down menu is displayed on the top of all user-facing pages directly below the Title Bar. The Dashport® Service Center Tools drop down menu is used to request technical support materials, change your password, and contact resources for the ARCR Tool.
DR Home Page	This navigation element displays the site's default page (the Homepage). This can be a handy link to get you back to the Dashport® site's Homepage.
On-site Help	Access the Dashport® help system to get information about features and processes to create and edit Dashport elements.
A&R Task List	This tracking list will provide the site user with a view of the current Task associated with the users Permission Group. Once a change request has been submitted the name and type of change request will be visible at this location with the current task assigned to the users Permission Group.
Top Link Bar	This navigation element appears as one or more hyperlinked tabs across the top of all pages on a site.
Search Box	Site users can search for text or files on a Dashport® site by using the Search Box. When site users perform a search on a Dashport® site, the query searches only at the current site and any sub-sites below it. Display of search results is security-trimmed.

3.0 Change Request Form

3.1.   Accessing the Change Request Form

Once a site user is ready to submit a new Change Request simply select **New Change Request** Button from the ARCR Homepage as seen below.
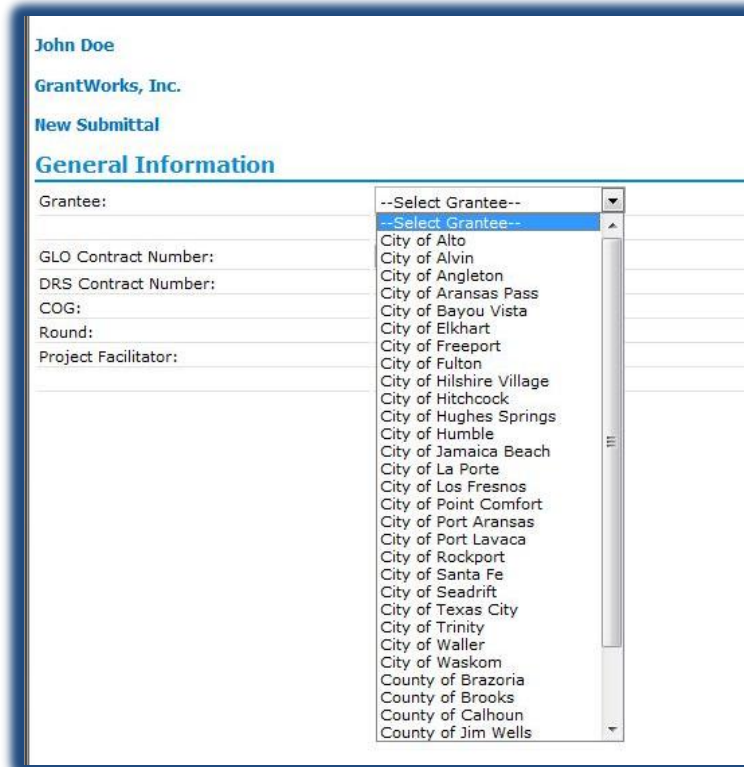

3.2.   Using the Change Request Form

Upon selection of this button the user will be prompted to identify the community and the associated contract for the new Change Request.

Go to the Grantee drop down menu and hit the down button.

A list of the communities associated with the site users Permission Group will be displayed.

Select the Grantee for the Change Request. Go to the GLO Contract Number drop down menu and hit the down button.

Next, select the GLO Contract Number associated with the Change Request.

As noted to the right of the GLO Contract Number drop-down, only contracts that have inactive change requests are able to be selected. Contracts with active change request will not be visible for selection. This is a security feature to make sure changes can't be made to active requests already in the drafting process.

Once the user has selected the Grantee and GLO Contract Number associated to the Change Request, the Contract ARCR Tool will auto-populate the remaining information associated with that particular contract.

In addition to the **COG**, funding **Round**, and associated **Project Facilitator** being auto-populated, the ARCR will provide the user with the latest executed **Performance Statement**, **Budget**, and **Implementation Schedule** for use in submitting track changed documents required in the change request .

Next, the user should begin typing the **Reasons and Details of Request** Section of the Change Request Form.
This section should include specifically what is being requested, and any pertinent information related to the request. This section takes the place of the previously required signed request letter from a Grantee's Authorized signatory. This section is vital to explain the specific details for the Change Request.

Next, the user will need to select specific criteria that will describe how the contract is affected by this Change Request. These selections will help determine the classification of the change request as an Amendment or a Revision. Each one of these specific changes will require certain specific documentation to be attached to the Change Request Form prior to being able to submit the Change Request Form for Land Office review.

As each check box is populated the **Required Documents** Section towards the bottom of the Change Request Form will begin to populate with required documentation that will need to be attached to the Change Request Form.

*NOTE: All Documents uploaded to the Required Documents Section will automatically be renamed with a preset naming convention for the Land Office to quickly clarify the documents associated with the Change Request.
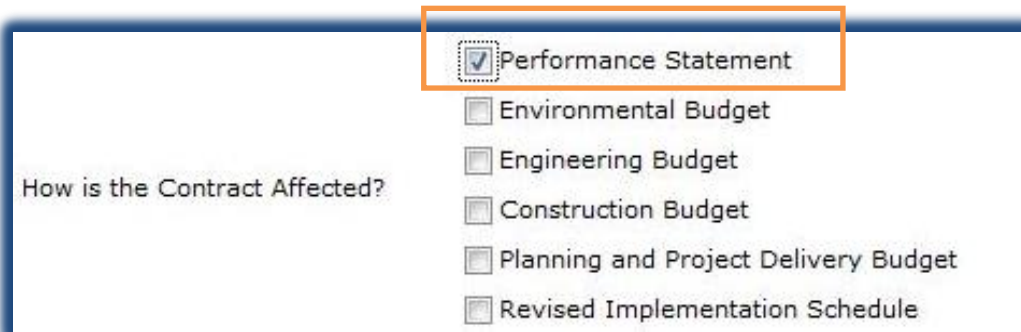

*NOTE: The Letter of Re-Evaluation is always required when submitting a Change Request.

Should the user select the **Performance Statement** check box.

The **Required Documents** Section of the Change Request Form denotes that a **Track Changed Performance Statement** is now a required document to be uploaded prior to submitting the Change Request Form.

Should the user select the **Performance Statement** and **Environmental Budget** Check Box.

The **Required Documents** Section of the Change Request Form denotes that a **Track Changed Performance Statement** and a **Contract Budget Change Form** are now required documents to be uploaded prior to submitting the Change Request Form.

Should the user select the **Performance Statement**, **ALL Budgets**, and the **Revised Implementation Schedule:**

*NOTE: When selecting any or all of the budget related check boxes, a Contract Budget Change Form will be required to submit the Change Request for Land Office review.

The **Required Documents** Section of the Change Request Form denotes that a **Track Changed Performance Statement**, a **Contract Budget Change Form**, and a **Revised Implementation Schedule** are now required documents to be uploaded prior to submitting the Change Request Form.

The **Technical Details of Amendment or Revision Submittal** Section of the Change Request Form is similar to the required documents to be uploaded prior to submitting the Change Request Form.

This section is similar to the previous section to determine the classification of the change request as an Amendment or a Revision. Some of the questions within this section will require specific documentation attached to the Change Request Form prior to being able to submit the Change Request Form for review.

The first question in the Technical Details of Amendment or Revision Submittal Section is:

Go to the drop down menu and hit the down button. Two options will be provided, select either **Yes** or **No**. Should the user select **No,** then the user should proceed to the next question. Should the user select **Yes,** a secondary question will appear asking the user to enter the increase in Engineering Fee.

Should the user enter an Engineering Fee increase in an amount greater than five thousand dollars ($5,000.00) the **Required Documents** section of the Change Request Form denotes that an **Updated Table 2** and an **Engineering Fee Breakdown** are now required to be uploaded prior to submitting the Change Request Form.

The second question in the Technical Details of Amendment or Revision Submittal Section is:

Two options will be provided, Select either **Yes** or **No.**

The third question in the Technical Details of Amendment or Revision Submittal Section is:

Are you adding a new activity or deleting an entire activity
(e.g. : 1a – Water Facilities, 5 – Flood and Drainage Facilities, etc)?   Yes ▼

Two options will be provided, Select either **Yes** or **No**

Should the site user select **No**, then the user should proceed to the next question. Should the user select **Yes,** the **Required Documents** section of the Change Request Form denotes that an **Updated Table 2** and **Revised Project Maps** are now required to be uploaded prior to submitting the Change Request Form.

Required Documents

Browse...	Attach	Letter of Re-Evaluation
Browse...	Attach	Track Changes Performance Statement
Browse...	Attach	Revised Implementation Schedule
Browse...	Attach	Contract Budget Change Form
Browse...	Attach	Updated Table 2
Browse...	Attach	Revised Project Maps
Browse...	Attach	Engineering Fee Breakdown

The fourth question in the Technical Details of Amendment or Revision Submittal Section is:

Are you adding or deleting a project within an activity?   Yes ▼

Two options will be provided, Select either **Yes** or **No.**

Should the user select **No**, then the user should proceed to the next question. Should the user select **Yes,** the **Required Documents** section of the Change Request Form denotes that an **Updated Table 2** and **Revised Project Maps** are now required to be uploaded prior to submitting the Change Request Form.

Required Documents

Browse...	Attach	Letter of Re-Evaluation
Browse...	Attach	Track Changes Performance Statement
Browse...	Attach	Revised Implementation Schedule
Browse...	Attach	Contract Budget Change Form
Browse...	Attach	Updated Table 2
Browse...	Attach	Revised Project Maps
Browse...	Attach	Engineering Fee Breakdown

The fifth question in the Technical Details of Amendment or Revision Submittal Section is:

Two options will be provided, Select either **Yes** or **No.**

Should the site user select **No**, then the user should proceed to the next question. Should the user select **Yes,** the **Required Documents** section of the Change Request Form denotes that **Revised Beneficiary Information** is now required to be uploaded prior to submitting the Change Request Form.

The sixth question in the Technical Details of Amendment or Revision Submittal Section is:

Two options will be provided, Select either **Yes** or **No.**

Should the user select **No**, then the user should proceed to the next question. Should the user select **Yes,** the **Required Documents** Section of the Change Request Form denotes that a **Contract Change Order Request Form** is now required to be uploaded prior to submitting the Change Request Form.

The seventh question in the Technical Details of Amendment or Revision Submittal Section is:

Two options will be provided, Select either **Yes** or **No.**

Should the user select **No**, then the user should proceed to the next question. Should the user select **Yes,** the Contract ARCR Tool will provide the user with the current executed contract end date.

A secondary question will appear asking the user to enter the proposed Contract Expiration Date.
Move the cursor to the blank and a calendar will open for the user to select the purposed contract end date.

The eighth question in the Technical Details of Amendment or Revision Submittal Section is:

Two options will be provided, select either **Yes** or **No.**

The ninth question in the Technical Details of Amendment or Revision Submittal Section is:

Two options will be provided, select either **Yes** or **No.**

Should the user select **No**, then the user should proceed to the next question. Should the user select **Yes,** a secondary question will appear requesting the user to provide the amount in which the Grant Administrator's (GA) fee is increasing.

NOTE: For Round 1 and Round 2.1 contracts the GA fee was calculated using a sliding scale, for Round 2.2 contracts the GA fee was procured through a competitive bid process.

The tenth question in the Technical Details of Amendment or Revision Submittal Section is:

What is the cumulative percent total GA fee to the total grant?

Move the cursor to the blank and the user will be required to provide the percentage of the GA fee in relation to the total Grantee contract amount.

The eleventh question in the Technical Details of Amendment or Revision Submittal Section is:

Is there a budget transfer from Grantee retained funds to a State Contracted Service Provider? If so, select the service provider who will be receiving funds

☑ Engineering
☑ Grant Administrator
☑ Environmental

The site user should select each check box associated to the Change Request when the Grantee is requesting to transfer retained funds to be used by a state contracted service provider.

The Final two questions within the Change Request Form are specifically for Round 1 Contracts. These questions will only appear on the Change Request Form when the user selects a **Round 1 Contract Number** from the drop down menu at the beginning of the Change Request Form. These questions are used to determine if a Round 1 budget transfer will result in an Amendment or a Revision.

FOR ROUND 1 CONTRACTS ONLY. Is the Grantee requesting budget transfers between budget categories and are those transfers greater than 10% of the total grant award? Yes ▾

FOR ROUND 1 CONTRACTS ONLY. Is the Grantee requesting budget transfers between budget categories and are those transfers over 25% of the total grant award cumulative of all prior transfers? Yes ▾

This final section of the Change Request Form is similar to the Required Documents section. However, the **Additional Attachments** Section is the location in which the user can upload any additional information that may be needed to better justify the Change Request. This section will <u>not</u> require any specific documentation to be attached to the Change Request Form prior to being able to submit the Change Request Form.
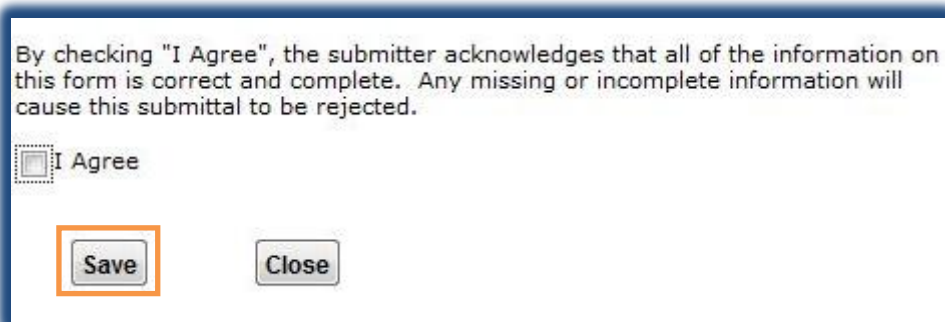
Additional Attachments
No Documents Attached
[Browse...] [Attach]

The user can select the Browse button and located the necessary files to attach to the Change Request Form. There is no limit to the number of additional documents that can be uploaded.

3.3. Submitting the Change Request Form

Upon completion of the Change Request Form the user will be asked to affirm that to the best of their knowledge the information provided within the Change Request Form is correct and complete. If more information is needed to complete the Change Request form the user may hit the **Save** button and return at a later point in time to revise the Change Request Form.

NOTE: As stated in the affirmation below, all Change Requests submitted with missing or incomplete information will be rejected for review by the Land Office.

Upon checking the **I Agree** button, the user is ready to **Submit** the Change Request Form for Land Office review and approval.
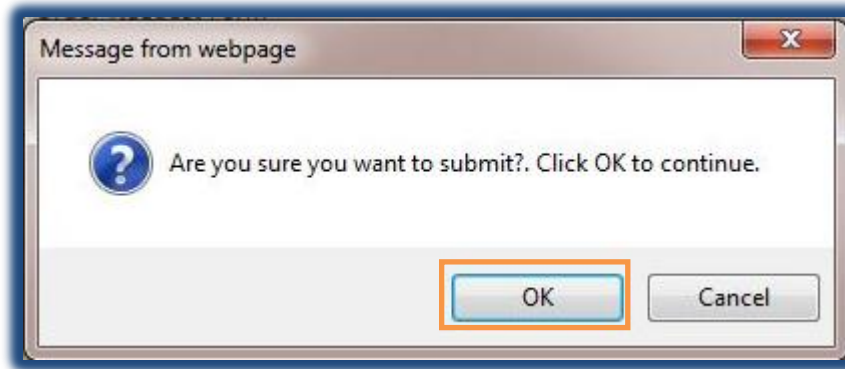

A Final Prompt will confirm that the user is ready to submit the Change Request Form.

Click **OK** to Submit, or click **Cancel** to return to edit the Change Request Form.
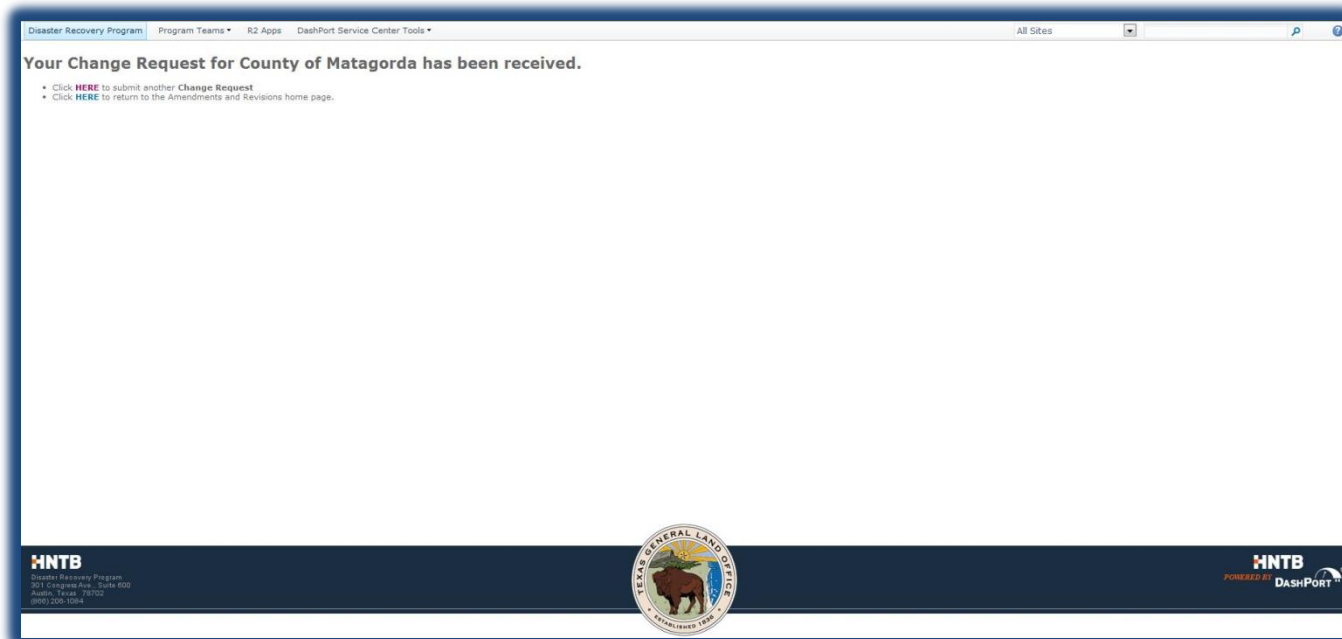
Once submitted the user will receive confirmation on the ARCR user's screen that the Change Request Form was submitted for review by the Land Office. For record purposes a notification email is sent to the user, the Grantee, and Grant Administrator that the Change Request has been submitted for the Grantee.

A link will be provided for the user to view the status of the change request.

When the user has submitted the Change Request Form for review it is first reviewed by the Grantee facilitator. Should the change request require additional information or clarification to be submitted, the Facilitator will notify the user that submitted the Change Request Form is **Incomplete**. The user that submitted the change request will receive an email notification that the Change Request Form is incomplete, and that the change request must be edited, and then resubmitted for review.

A link will be provided for the user to view the status of the Change Request Form. The original request will be archived. The Link provided will return the user to the ARCR Tool and the archived change request will be visible as well as a new version of the Change Request Form is created to be edited by the user.

Once the Facilitator has reviewed and accepted the Change Request Form and associated attachments. The user that submitted the change request will receive an email notification that the change request has been accepted by the facilitator.

County of Matagorda 10-5108-000-5089 Request 1 Accepted by Project Facilitator

Amendments and Revisions Change Requests <Notifications@txdrec.org>

Sent: Wed 8/29/2012 9:57 AM

To:

County of Matagorda 10-5108-000-5089 Request 1 has been accepted by the Project Facilitator. The change request will be reviewed by program staff and you will be contacted if any further information is required.

If you need to revise this request in any way, please contact your Project Facilitator or Grant Manager. Thank you.

CLICK HERE to review your request.

Throughout the change request review the Grant Manager and Area Manager may request additional information from the user. The user that submitted the change request will receive an email notification that the Grant Manager or Area Manager has a question related to the change request.

GM Request for Additional Information for County of Matagorda 10-5108-000-5089 Request 1 Change Request

Amendments and Revisions Change Requests <Notifications@txdrec.org>

Sent: Wed 8/29/2012 11:55 AM

To:

The Grant Manager requested additional information for County of Matagorda 10-5108-000-5089 Request 1. Please respond to this request by the due date assigned. If you have any questions, contact your Grant Manager. Thank you.

Click here to review and respond to the question

A link will be provided for the user to view the status of the Change Request Form. The Link provided will return the user to the ARCR Tool and user will have a task assigned in the Amendments and Revisions Tasks to answer the Grant Manager or Area Managers question. Included with this task is a due date for responding to the question.

The user will then select the Task.

The ARCR tool will then allow the user to review the Grant Manager or Area Manager Questions and be able to provide a **Response**. Should the Grant Manager or Area Manager Questions require additional documentation then user is able to attach additional documentation to the Change Request. Should the user require more time, then the ARCR Tool allows the user to **Save** responses, and allow the user to return later to complete the response. Once the user has entered a response, then the user will **Submit Responses** to the Grant Manager or Area Manager for review.

At this point all information and documentation has been submitted for review. Upon the Grant Managers approval the Change Request will be is then modified and the appropriate classification and naming convention will be applied to the Change Request. The ARCR Tool will determine the appropriate classification and naming convention based on the information and documentation provided by the user.

Once the Revision or Amendment has been executed by the Land Office, the user that submitted the change request will receive an email notification that the change request has been executed.

County of Matagorda Revision 1 Executed

Amendments and Revisions Change Requests <Notifications@txdrec.org>

Sent: Wed 8/29/2012 3:45 PM

To:

The County of Matagorda Revision 1 has been executed.

This Completes the Amendment and Revisions Change Request Users Guide.

Should you have any further questions please contact:

Paul Botello at (Paul.Botello@GLO.Texas.Gov) or Jarrod Choate at (Jchoate@HNTB.com)